

BALLOT CLERK PROCEDURE - Primary

Before Voters are allowed in the voter check-in (Ballot Clerk) line, election officials should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table: Ballot Clerk line, Supervisors of the Checklist table or Challenged Voter Affidavit table.

Before a Voter is allowed into the area within the guardrail to vote:

1. The Voter shall announce to the Ballot Clerk his or her name AND the name of the party to which he or she belongs.
 - a. Any undeclared Voter desiring to vote in a party primary shall announce the name of the party whose primary they wish to vote at the time of announcing his or her name. (RSA 659:14)
2. Ballot Clerk shall repeat the name given by the Voter
 - a. If the Voter's name is NOT found on the checklist, the Ballot Clerk shall direct the Voter to the Supervisors of the Checklist/Registrars.
 - b. If the Voter's name is found on the checklist, the Ballot Clerk shall, using a ruler, put a check mark ✓ beside the name and repeat the name again.
3. The party choice of an undeclared Voter should be marked on the checklist using the first three letters of the name of the party, DEM, LIB or REP. (RSA 654:15) The Ballot Clerk shall then state the domicile and mailing address for the Voter that is listed on the checklist and ask the Voter if the domicile and mailing address is correct.
 - a. If the domicile or mailing address is NOT correct, and the Voter's current domicile address is within the same town or ward, the Ballot Clerk shall correct the address(es) in **RED** on the paper checklist to reflect the correction.(RSA 659:13)
 - b. If the domicile address is NOT correct, and the Voter's current address is NOT within the same town or ward, the Ballot Clerk should inform the Voter that he or she is not at the correct polling place and that he or she can only vote where they are domiciled.
4. The Ballot Clerk shall request the Voter present a valid photo ID in the form of:
 - a. A driver's license issued by any state or the federal government;
 - b. A non-driver's license issued by any state;
 - c. An ID card issued by any state DMV for voting purposes only;
 - d. A United States Armed Services ID card;
 - e. A United States Passport or passcard;
 - f. A NH Student ID card;
 - i. An acceptable student photo ID card issued by: (The Department of Education list is available on the Secretary of State's website - www.sos.nh.gov)
 1. A college, university or career school approved to operate or licensed to operate in New Hampshire;
 2. A public high school in New Hampshire;
 3. A nonpublic high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education;
 4. Dartmouth College;
 5. A college or university operated by the university system of New Hampshire or the community college system of New Hampshire.
 - ii. The card has either an expiration date or an issuance date that has NOT exceeded 5 years;
 - iii. EXCEPTION: Student ID cards without a date of expiration or issuance will be accepted until September 1, 2018.
 - g. A Challenged Voter Affidavit. (See #7)

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- h. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.
- i. Verification of the person's identity by the Moderator, a Supervisor of the Checklist or Clerk of a town, ward or city. (Not a Ballot Clerk)



5. A valid photo identification shall show:
 - a. Name and photo of the individual.
 - i. The name shall substantially conform to the name of the individual on their voter registration record.
 - b. The photo identification shall have an expiration date that has not been exceeded beyond 5 years.
 - i. Exception: a voter 65 years or older may use an acceptable ID without regard to the expiration date.
6. If the Voter presents an Out-of-State driver's license or non-driver's license, the Ballot Clerk shall record the two-letter state abbreviation to the right of the "CVA" box on the checklist in **RED INK**.
7. If the Voter does NOT present a valid photo ID, the Ballot Clerk may ask the Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city to verify the person's identity to satisfy the identification requirements **OR** if no Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city can verify the voter's identity, the Ballot Clerk shall direct the voter to the "Challenged Voter Affidavit" table as described in the banner on page one.
8. If the Voter presents a signed "CVA" with an attached photo or a signed "CVA" with an attached "Religious Affidavit" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist. (RSA 659:13)
9. The Ballot Clerk shall take the signed "CVA" with an attached photo or the signed "CVA" with an attached "Religious Affidavit" from the Voter and place it in a folder or container marked for this purpose.
10. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33, shall then be allowed to enter the space enclosed by the guardrail.
11. The Ballot Clerk gives the Voter the appropriate ballot(s). (RSA 659:15 & 659:38)
12. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend marking a thin line through the last name of the voter on the checklist, which requires a second look at the voter's name and the use of the ruler, for example, ~~Jones~~, John. (This line should not be so thick you cannot read the voter's last name.)
13. Absentee Voters shall be marked in **RED INK** with the letters **A.V.** (RSA 659:52)
14. After the

Town of Easton NH						Page 1	
Official Checklist							
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00		CVA					
<input checked="" type="checkbox"/> UND DEM	AARON, CLAUDIA ANN	<input checked="" type="checkbox"/>	54 MAIN ST	PO Box 95 PO BOX 123, ANYTOWN, NH 03555	00	300348386	
<input type="checkbox"/> DEM	AARON, JAMES H	<input type="checkbox"/>	54 MAIN ST		00	300348381	
A.V. <input checked="" type="checkbox"/> REP	ABBE, LYNDIA D	<input type="checkbox"/>	1 BEAN RD		00	300348382	
<input checked="" type="checkbox"/> UND REP	ABLE, CONSTANCE DEE	<input type="checkbox"/> MA	21 THOMPSON HILL RD		00	300348383	
<input checked="" type="checkbox"/> UND LIB	ABRAHAM, GEORGE	<input checked="" type="checkbox"/>	22 Main St 136 STEWART RD		00	300348385	

Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** if the Voter signed a CVA. Hence, scanned Voter names would have both a check mark and the last name crossed out.